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You can read the recommendations in the user guide, the technical guide or the installation guide for APPLE APERTURE 3.4. You'll find the answers to all your questions on the APPLE APERTURE 3.4 in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

**User manual APPLE APERTURE 3.4**  
**User guide APPLE APERTURE 3.4**  
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**Aperture 3.4**  
User Guide



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**Manual abstract:**

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In Aperture, you can: •• •• Work directly with your iPhoto library without having to import your iPhoto photos. Import digital photos, audio files, and HD video files from cameras, card readers, and hard disk drives in high-quality formats such as JPEG, TIFF, and RAW. Edit and adjust digital photos using intuitive image-processing tools for retouching, skin smoothing, red-eye removal, color balance, exposure correction, and more. Work with your photos in RAW format, from capture through adjustment to final output, preserving the highest-quality images throughout your workflow. Store photos, audio files, and video files wherever you want—in the Aperture library, on multiple hard disks, or on other storage media. Work with multiple Aperture libraries, with the ability to switch from library to library without closing Aperture. Catalog and manage thousands of photos and video files using flexible organizational tools, comprehensive metadata support, and powerful search tools that let you find files instantly in multiple locations, including hard disks, offline volumes, CDs, and DVDs. Export any part of your library, make changes to it on a second Aperture system, and then merge it back into the library of your primary Aperture system. Process your photos nondestructively. Aperture protects your original image files and uses built-in safeguards to help ensure that you don't accidentally overwrite or modify originals.

•• •• •• •• •• •• 17 •• Automatically back up copies of your image files to designated storage areas, called vaults, located on external hard disks. Print or publish your photos and albums in any of numerous formats and to multiple locations. Working directly with RAW photos, you can create color-accurate prints, custom contact sheets, and unique bound books. Share your photos electronically, publishing them to Facebook, Flickr, and iCloud Photo Stream. You can also create slideshow presentations for clients and friends, attach photos to email, and create webpages to display your photos.

•• •• Aperture Workflow Overview The basic process of managing photos in Aperture is described below. You don't have to do every step, and you might do other tasks that aren't listed here. Using Your iPhoto Library with Aperture The first time you open Aperture, the Welcome to Aperture screen invites you to open your iPhoto library. Aperture opens your iPhoto library, and you can begin working with your photos instantly. It's that simple.

You can also switch to your iPhoto library by choosing File > Switch to Library. Important: Aperture can only open iPhoto libraries upgraded to iPhoto 9.3 or later. To upgrade your iPhoto library, open it in iPhoto 9.3 or later. For more information about switching libraries in Aperture, see Viewing Other Libraries on page 40. Importing Photos into Aperture To use Aperture, you first import your photos. You can import digital photos directly from your camera or a card reader and from hard disks or other storage devices where you've archived digital files. Aperture automatically imports any audio attachments associated with your image files, provided that the image files and their audio attachments have the same filename. In addition to importing photos into Aperture, you can also import QuickTime-compatible audio and video files.

Creating Projects As you work with Aperture, you create projects to hold your photos. Projects are similar to events in iPhoto. A project can hold dozens, hundreds, or even thousands of photos. When you need to further subdivide and organize photos in a project, you can create albums. As your portfolio increases and you create more and more projects, you can organize your work into hierarchies of folders, projects, and albums. Viewing and Organizing Your Photos To work with your photos, you select a project in the Library inspector, and the project's photos appear in the Browser. You use the Browser to review, organize, and select photos. When you select a thumbnail image in the Browser, the photo appears in the Viewer. If you want to work with your photos in detail, you can view them in Full Screen view. Aperture also provides several tools to help you organize a large portfolio of photos.

You can compare high-resolution photos side by side, group similar photos in stacks, rate photos, identify people in your photos using Faces, and apply location information to your photos using Places. You can also apply keywords and other metadata to your photos to make them easier to find. Chapter 1 Aperture Basics 18 Adjusting Your Images You can enhance your photos using a set of powerful, nondestructive adjustments such as Crop, Straighten, Exposure, White Balance, Levels, Curves, Highlights & Shadows, Vignette, and more. In addition, you can use brushes to apply or remove adjustments selectively, affecting only certain parts of an image. To streamline your workflow, you can save adjustment settings as presets (collections of saved settings) and apply a combination of image adjustments to one or more photos in a single step.

Sharing Your Photos When it's time to show your work to others, Aperture provides many options for distributing and sharing your photos: •• •• •• •• •• •• Send your photos to Flickr and Facebook. Present your photos in multimedia slideshows. Create premium-quality photo books. Print high-resolution photos. Export your photos in a variety of file formats.

Email your photos directly from Aperture. Publish your photos in web galleries and web journals as HTML that you can upload to a web server. Use Photo Stream to make your photos available on all your devices—including iOS devices, Mac computers, PCs, and Apple TV—as well as share photos with friends and family members who have iCloud accounts. •• Backing Up Your Work After you import photos from your camera and erase memory cards in preparation for the next shoot, Aperture stores a single copy of each photo on your hard disk. It's important to make backup copies of these photos to safeguard your portfolio. You can set Aperture to back up your managed images (images that are stored in the Aperture library) and all information associated with them, such as keywords and image adjustment settings, on vaults located on hard disk drives. You can also set Aperture to automatically back up your photos during import. Chapter 1 Aperture Basics 19 Aperture Interface Overview Here are the main areas of the Aperture window: Toolbar: Perform common tasks and select a workspace view. Inspectors: Access the library, view photo information, and adjust photos. Browser: View thumbnails of photos in the item selected in the Library inspector.

Viewer: View the photo or photos selected in the Browser.



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*Chapter 1 Aperture Basics 20 Organizing Photos Using the Library Inspector All your imported photos are available in the Library inspector, one of three inspectors in the Inspector pane on the left side of the Aperture main window. The Library inspector holds containers—projects, folders, and albums—you can use to organize your photos. Projects Folders Albums The Library inspector also provides a number of ways to view items in the library. For example, you can select Projects at the top of the Library inspector to view your photos organized by project, or Places to view the locations of all the photos in the library. For more information, see An Overview of the Library Inspector on page 31. When you select a folder, a project, or an album in the Library inspector, the images appear in the Browser and Viewer to the right. Displaying Photos in the Browser and Viewer You can arrange the Browser and Viewer to suit your work style, showing either one by itself or both at once. To change the main window layout, click a layout button at the right side of the toolbar.*

*Chapter 1 Aperture Basics 21 The Browser layout displays a grid of thumbnail images.*

*Layout buttons: Click a button to select a main window layout. Browser layout: The Browser fills the workspace and displays a grid of thumbnail images. When you double-click a thumbnail image in the Browser (or click the Viewer button in the toolbar), Aperture switches to the Viewer layout, displaying the selected photo in a larger format. You can use the Viewer to examine a photo at full size or compare multiple photos side by side. Viewer layout: The Viewer fills the workspace and displays your photo selection.*

*Tool strip: Use these tools to adjust and work with your photos. You can use the tools in the tool strip below the Viewer to adjust and manipulate your photos. For more information, see Working with Adjustment Tools in the Tool Strip on page 269. Chapter 1 Aperture Basics 22 To display the Viewer and Browser at the same time, click the Split View button at the right side of the toolbar. Split View layout: The Viewer and Browser appear together.*

*Displaying Photos in Full Screen View You can also view your photos in Full Screen view, dramatically projecting them onto a solid background for detailed adjustments and comparisons. Full Screen view offers different display layouts that let you view large-format versions of selected photos, view thumbnails, or view photos by project. For more information see An Overview of Full Screen View on page 125. Chapter 1 Aperture Basics 23 Basic Components of*

*Aperture An Overview of the Basic Components of Aperture Aperture uses the following basic components in your photo management system: •• Originals: The original image, video, and audio files imported from your digital camera, memory card, computer, or external storage media. Versions: Files derived from the originals and used to display your photos with any changes you've made, including image adjustments or changes to metadata. Projects: The basic containers used in Aperture to organize photos. Projects can hold versions, folders, and albums. Albums: Containers that hold versions. You can create albums to organize photos within projects or outside of them. Folders: Containers used to organize projects and albums.*

*Library: The Aperture database that records and tracks your original image, video, and audio files and all of their corresponding versions. You can also create multiple Aperture library files in different locations. The library tracks all the information about the projects, folders, and albums you create to organize your media. Managed and referenced images: Originals stored in the Aperture library are called managed images because Aperture manages the location of the image files in its database. Managed image files are physically located in the Aperture Library file. You can also import photos into Aperture without storing the original image files in the library. Image files that are not stored in the library are called referenced images. Aperture links to referenced image files in their current locations on your hard disk, without placing them in the Aperture Library file. Aperture Trash: Container that holds items you delete in Aperture. You can retrieve items from the Aperture Trash until it is emptied.*

*Vaults: Containers that each hold a backup of the library and all its photos and information. •••••••••••••••• The next sections describe each of these elements and how you work with them in Aperture. What Are Originals? Originals are the original digital RAW, GIF, JPEG, TIFF, DNG, PNG, audio, or video files that are imported into Aperture from digital cameras, memory cards, computers, CDs, DVDs, or storage devices such as external hard disk drives.*

*Aperture never changes the original, so you always have originals to work from. Important: Originals—especially RAW files—tend to be quite large. Projects consisting of several thousand originals require high-capacity hard disks. For information about importing originals, see An Overview of Importing Photos on page 50. What Are Versions? Once you have originals on your hard disk, you can review and make adjustments to your images. For example, you can change the exposure, contrast, or saturation, or add information to an image, such as the photographer's name, the project, and the location. To work with photos, Aperture creates a version of each original that includes your adjustments and embedded information, leaving the original unchanged.*

*A version refers to the original on your hard disk, but it is not the original itself. Versions store only the thumbnail image, adjustments, and embedded information. A full image file is not created until you are ready to print or export, saving valuable hard disk storage. Chapter 1 Aperture Basics 24 In many cases, your workflow may call for different renderings of the same photo. For example, a client may request a color as well as a black-and-white version of the same head shot. You can create multiple versions of the same photo in Aperture. 1A 1 1B 1C 1D Versions from Original 1 Original 2 Pictures folder Computer Aperture Library file Versions from 2B Original 2 2A Original 3A 3 3B 3C Versions from Original 3 Original When you create a version, Aperture reads the original image file on disk and displays it on the screen. As you make adjustments or add information to the image, Aperture displays the version with your changes, but the original image file is never changed. What Are Projects? You organize your originals and versions using projects which are similar to events in iPhoto. When you import photos into Aperture, you assign them to a project.*



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You can create as many projects as you like, up to the limitations of your disk space. For example, you can create a new project for each of your shoots. Or, if you do several shoots of the same subject, you can create a project that encompasses all of the shoots. Project opened to show its contents Chapter 1 Aperture Basics 25 You can have multiple projects open at the same time, each represented by its own icon in the Library inspector and tab in the Browser. For more information, see Working with Two or More Browsers Open on page 89. What Are Albums? An album is a container in the Aperture library used to group photo versions. You use albums to organize photos in the library, making your selections of versions easier to manage. You can create albums at the library level or within a project. You use albums created at the library level to organize versions from multiple projects. For example, you can create an album to consolidate your favorite photos, or selects, from multiple projects.

You can then publish this collection of selects on your website or export the album's contents for review by a prospective client. You can also create albums within projects to help you organize your photos into relevant groups. For example, photos in your Soccer project can be divided into three albums: Game 1, Game 2, and Game 3. Three albums created within one project You can also place versions from other projects into an album that resides within a project. In addition to a standard album that you drag photos into, you can create Smart Albums whose contents are controlled by criteria you specify.

When you change a Smart Album's search criteria, the contents of the Smart Album change automatically. For more information, see An Overview of Smart Albums on page 255. Chapter 1 Aperture Basics 26 What Are Folders? In Aperture, you use folders to organize projects and albums. For example, you can import photos into projects and then place the projects in folders based on photo type or location. If you shoot multiple projects for the same client, you can create a folder that holds the client's projects.

These folders organize projects based on type. Folders contain only albums, projects, and other folders. They don't contain originals or versions. What Is the Library? The Aperture library tracks every project, album, folder, original, and version, no matter whether the photos, video files, and audio files are stored in the Aperture Library file or in other hard disk locations. Aperture automatically creates a library file in the Pictures folder the first time you open Aperture.

You can import media into the library or have Aperture access the files in other locations. The library tracks all your image, video, and audio files and the information recorded about them, as well as information about where backup files are stored. You can move the library file to a different folder or hard disk.

You specify where the library is located using the Preferences window. For information about working with multiple library files in Aperture, see An Overview of Library Files on page 39.

You can also transfer libraries from other Aperture systems and merge them with the library on your local Aperture system. All links between versions and their originals are maintained when projects are transferred. This is particularly useful if you use a portable computer when on location or away from your studio, and a workstation at your studio. For more information about merging libraries, see Merging Libraries on page 41. When you back up your originals to vaults on external hard disks, those actions are tracked by the Aperture library as well. For more information about backing up your library, see An Overview of the Backup Workflow on page 581. Chapter 1 Aperture Basics 27 What Are Managed Images and Referenced Images? Aperture lets you choose how you organize your photos on disk. You can store your photos in the Aperture library, or you can import photos by simply linking to the image files in their current locations, without placing them in the library. Images whose originals are stored in the Aperture library are called managed images.

Managed images are always accessible and are easily backed up to vaults, to name just two benefits.

Imported photos whose originals haven't been placed in the library are called referenced images. Using referenced images provides a number of substantial benefits to your photography workflow. For example, you can incorporate your existing portfolio of photos into Aperture without changing the current location of the files. Importing images by reference does not result in a duplication of your image files in the Aperture library, thus saving hard disk space.

You can also connect and disconnect hard disks holding your referenced images' originals as you need them.

This allows you to keep originals for less-used photos offline or to make specific types of photos available for editing or adjustments as needed. Using referenced images lets you build a flexible image management system customized to your work style. You specify whether a photo will be a managed image or a referenced image when you import it. When importing photos, you can: •••• Specify that originals be stored in the Aperture library. Import photos as referenced images, so that their originals remain in their current locations.

Move or copy image files to a new location. For example, you might decide to have a certain group of referenced image files, such as photos from 2011, placed in one hard disk location, and another group, such as photos from 2012, placed in a different hard disk location. You can work with referenced images—creating versions, making adjustments, cropping, and adding metadata—just as you can with managed images. Versions that you create from a referenced image are stored in the library. In order for you to make adjustments to a version from a referenced image, the referenced image's original must be available on your hard disk or other storage device. For example, if you delete a referenced image's original in the Finder, Aperture no longer has access to the original and so no longer allows you to change your versions or create new ones. To help you identify referenced images, Aperture marks them with a badge overlay that you can display or hide. When a referenced image's original is missing or offline, its badge changes to show that the image is not accessible. For example, if you disconnect a hard disk that holds originals for many referenced images, Aperture automatically marks the referenced images in the Browser and Viewer as offline. If you reconnect the hard disk or other storage device later, Aperture accesses the originals automatically and you can work with and change their versions again.

You can also relocate originals, moving them out of the library or moving referenced originals to different hard disk locations.



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If needed, you can also move referenced originals into the Aperture library by choosing the Consolidate Originals command in the File menu. You can search for photos based on whether they are managed images, referenced images, or online or offline images. Aperture also provides robust file management tools that let you quickly determine which images are offline and easily reconnect images that have been moved to different volumes. Chapter 1 Aperture Basics 28 What Is the Aperture Trash? All items deleted in Aperture, including projects, albums, folders, versions, and originals, are placed in the Aperture Trash in the Library inspector. You can retrieve any item from the Aperture Trash until you empty it. For more information, see Working with the Aperture Trash on page 38. What Is a Vault? To ensure that you have backup copies of your photos, you create a vault to hold the backup files. A vault is a container that holds an exact copy of the library. This includes projects, originals, and any versions you've created.

You can easily create and update a vault to back up the library. It's a good idea to create multiple vaults on multiple external hard disk drives to safeguard copies of the library. You can have as many vaults as you deem necessary. Creating more than one vault is useful if you work at different locations; you can always keep one vault on an external drive onsite and another one offsite. All vaults and backup files are tracked by the library so that even if you disconnect the external hard drive that contains a vault, Aperture can access it the next time you reconnect the drive and update the vault.

All the originals and versions for managed images are backed up, as well as all metadata, previews, and adjustment information associated with managed images. The versions, previews, metadata, and adjustment information associated with referenced originals are also backed up in the vault. Referenced originals are not backed up in the vault with the library. Important: Because the originals for referenced images are stored outside of the library, you must manage the backup and archiving of them yourself. Opening Aperture for the First Time •••• The first time you open Aperture, a Welcome to Aperture screen presents you with two options, provided you have an iPhoto library: Update and begin using your existing iPhoto library.

Start with a new, empty Aperture library and begin importing photos. Important: Aperture can only open iPhoto libraries upgraded to iPhoto 9.3 or later. To upgrade your iPhoto library, open it in iPhoto 9.3 or later. Chapter 1 Aperture Basics 29 To open Aperture for the first time 1 In the Applications folder in the Finder, double-click the Aperture icon. The Welcome to Aperture screen appears. 2 Do one of the following: •• To update your iPhoto library and begin working with it in Aperture: Click the Update iPhoto button. After iPhoto is updated to version 9.3, open your iPhoto library so that it is upgraded to version 9.

3 as well. When the upgrade is complete, close iPhoto and open Aperture. The contents of your iPhoto library appear in the Library inspector in Aperture. For more information, see An Overview of the Library Inspector on page 31. •• To open a new, empty Aperture library: Click the Create New button. Aperture opens a new, empty Aperture library, and you can begin importing photos immediately. For more information, see An Overview of Importing Photos on page 50. Tip: To set Aperture to use the keyboard shortcuts you're familiar with using in iPhoto, choose Aperture > Commands > iPhoto. For more information, see An Overview of Customizing Keyboard Shortcuts on page 601. Chapter 1 Aperture Basics 30 Working with the Aperture Library 2 Organizing Items in the Library Inspector An Overview of the Library Inspector The Library inspector provides access to items tracked by the Aperture library, such as projects and albums, and different views of the contents of the library.

For example, you can select Faces in the Library inspector to view your photos grouped by the people in them, or Places to view your photos grouped by where they were taken. There are several controls you use to work with items in the Library inspector. Library search field Library Action pop-up menu Disclosure triangle •••• Library search field: Enter text to search for items located in the Library inspector. Disclosure triangle: Click to see all items within a project, a folder, or the Trash. Library Action pop-up menu: Add the selected item to a list of favorites or remove it from the favorites list.

You can also choose to export items selected in the Library inspector or maintain previews. For more information about previews, see An Overview of Preview Images on page 118. 31 You can select items at the top of the Library inspector to view the contents of your library organized in different ways. •• Projects: Select this item to have all the projects in the library appear in Projects view in place of the Browser and Viewer. Each project is represented by a single thumbnail.

You can position the pointer over a project thumbnail and drag to quickly skim the photos in the project. When you hold down the Control key and click a project's thumbnail, a shortcut menu appears that allows you to create a new project, display information about the project, delete the project, import files into the project, export the project as a library, set the currently displayed image as the key photo that represents the project, empty the Aperture Trash, or play each photo in the project in a slideshow. Double-click the project's thumbnail to see the photos in the Browser. For more information about Projects view, see Switching to Projects View on page 43. Photos: Select this item to see all photos, video clips, and audio clips in the library. All media in the library is displayed in the Browser as thumbnails. Select a thumbnail in the Browser to view it or listen to it in the Viewer. Faces: Select this item to view people identified in photos and tracked by Aperture in the library. Click the Info button on a snapshot to show the Info HUD. The Info HUD provides the name of the person, how many photos in the library contain the person, when the photos were shot, and the person's full name and email address (if you entered them).

Click the View Photos button in the HUD to view all the photos the person appears in and any photos the person might appear in. For more information about working with Faces, see An Overview of Faces on page 199. Places: Select this item to view a map that shows the locations assigned to photos in the library.

For more information about working with Places, see An Overview of Places on page 208. •••• You can select items in the Recent area of the Library inspector to view photos you've imported recently, photos in your iCloud Photo Stream, flagged photos, rejected photos, or photos you've placed in the Aperture Trash.



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•• **Last 12 Months:** Select this item to see all photos, video clips, and audio clips imported into Aperture during the last 12 months. Select a thumbnail in the Browser to view it or listen to it in the Viewer. **Last Import:** Select this item to see all photos, video clips, and audio clips imported into Aperture during the last import session. Select a thumbnail in the Browser to view it or listen to it in the Viewer. •• **Chapter 2 Working with the Aperture Library 32** •• **Flagged:** Select this item to see all the photos, video clips, and audio clips in the library that have been flagged.

The thumbnails for all flagged media appear in the Browser. Select a thumbnail in the Browser to view it or listen to it in the Viewer. **Photo Stream:** Select this item to see all the photos that have been uploaded to Photo Stream from your iOS 5 devices and your Aperture library. The thumbnails for all Photo Stream images appear in the Browser. Select a thumbnail in the Browser to view it in the Viewer.

For more information about working with Photo Stream, see *An Overview of My Photo Stream* on page 552. •• **Trash:** Select this item to see all the photos, video clips, and audio clips in the library that have been deleted. The thumbnails for all deleted media appear in the Browser. Select a thumbnail in the Browser to view it or listen to it in the Viewer. Click the disclosure triangle next to the Trash to view any items that have been deleted in the Library inspector. Select an item in the Trash to view its contents. **Note:** If there is no disclosure triangle next to the Aperture Trash, no items in the Library inspector have been deleted since the last time the Trash was emptied. For more information about the Trash, see *Working with the Aperture Trash* on page 38. **Using More Than One Album in a Project** For some projects, it makes sense to use several albums within the project. You can use albums in several ways, including: •• **Albums as occasions:** Break a project into a series of albums according to specific occasions. For example, a wedding project can be divided into albums for each of the following occasions: Preparation, Ceremony, and Reception. **Albums as days:** Break a project that spans multiple days into albums for individual days.

For example, a project consisting of a two-week trip to Japan can be divided into 14 individual albums corresponding to each day. **Albums for specific subjects:** Break a project consisting of multiple photographed subjects into individual albums dedicated to each subject. For example, a studio photographer may shoot three models for a single project.

The photographer can create an album for each model. Or you might create albums to hold specific photo types, such as candid shots or close-ups. •• **Creating and Naming Projects** You can create projects at any time, although typically you create them when you import photos. When you import photos into the Aperture library and no project is selected, you are asked to create a new one. For more information about importing files and creating projects automatically, see *An Overview of Importing Photos* on page 50. **Chapter 2 Working with the Aperture Library 33** **To create a new project 1** Do one of the following: •• **Choose File > New > Project** (or press Command-N). Choose Project from the New pop-up menu in the toolbar. Choose Project from the New pop-up menu. **2** In the dialog that appears, enter a name for the project in the Project Name field. **3** Do either of the following: •• **To move the photo selection into a new project:** Select the “Move selected items to new project” checkbox.

**To create a new, empty project:** Do not select the “Move selected items to new project” checkbox. •• **4** Click OK. The new project appears in the Library inspector. If the “Move selected items to new project” checkbox is selected, the selected photos appear in the Browser and Viewer. **Opening and Closing Items in the Library Inspector** To work with photos in Aperture, you first select an item in the Library inspector to open it in the Browser.

You can open and work on more than one item at a time. When you open multiple items from the Library inspector, you can have each item appear in the Browser with its own tab or have the contents of all items appear in a single Browser. You can click an item’s Browser tab to bring it to the front. You can also open an item in its own pane to view the contents of two items in the Browser side by side. When you quit and reopen Aperture, all items that were open at the end of your last session open automatically.

**Chapter 2 Working with the Aperture Library 34** **To open an item in the Library inspector mm** Select the item in the Library inspector. Select a project to view its photos in the Browser. All photos in the project appear in the Browser. To open additional items in the Browser, each with its own tab mm **Command-Option-click** an item in the Library inspector. The newly opened item appears in the Browser with its own tab, in front of any other open items. To open another item in its own pane mm **Option-click** an item in the Library inspector. Library items are identified by their tabs. The newly opened item appears in the Browser with its own tab and in its own pane. To switch among several open items mm In the Browser, click a project’s tab. To open multiple items in the same Browser mm **Command-click** multiple items in the Library inspector.

The contents of each item selected in the Library inspector appear in the same Browser. **Chapter 2 Working with the Aperture Library 35** **To close an item in the Browser 1** Click the item’s tab to bring it to the front. **2** Click the tab’s close button. Close button in a tab **Arranging Items in the Library Inspector** Typically, you create a new Aperture project for each photography project or job that you work on, regardless of its duration. For example, if you’re working on a documentary in Thailand, you would create a project for it. If you’re also shooting the temples in the interior of the country, that could be a second, separate project. Both projects could conceivably refer to some of the same photos, but they are completely independent structures, each with its own versions and albums. Very large photography projects, such as documentaries and sporting events, often consist of large numbers of photos. You can always break one project into several should the need arise. As your library grows, you’ll need to reorganize your library’s structure to fit your particular workflow.

**To move an item in the Library inspector mm** Select an item in the Library inspector, then drag it to a new location. The black box indicates where the item will be placed. A black bar indicates where the item will be placed.



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To move multiple items in the Library inspector Do one of the following: mm Shift-click adjacent items, then drag them to a new location. mm Command-click nonadjacent items, then drag them to a new location.

To automatically arrange items in the Library inspector Do one of the following: mm Control-click in the Library inspector, then choose Keep Arranged By > Kind from the shortcut menu to group similar items together. mm Control-click in the Library inspector, then choose Keep Arranged By > Name from the shortcut menu to sort items alphabetically. Chapter 2 Working with the Aperture Library 36 Creating and Showing Favorite Items If you have certain projects that you work on most often or projects that you work on at the same time, you can make them favorites to quickly view them all simultaneously. To make a project, a folder, or an album a favorite mm In the Library inspector, select a project, folder, or album, then choose Add to Favorites from the Library Action pop-up menu (with a gear icon). To view a favorite project, folder, or album mm In the Library inspector, choose Favorite Items from the search field pop-up menu at the top-left corner.

Only the items in the library that have been chosen as favorites are shown. All other items in the Library inspector are removed from view. To remove a project, a folder, or an album as a favorite mm In the Library inspector, select a project, folder, or album, then choose Remove From Favorites from the Library Action pop-up menu (with a gear icon). To view recently selected items in the Library inspector mm In the Library inspector, choose Recent Items from the search field pop-up menu at the top-left corner. To view all items in the Library inspector again mm In the Library inspector, choose All Items from the search field pop-up menu. Duplicating a Project Structure If you routinely use the same project structure populated with the same types of albums and folders, you can duplicate the structure of an existing project and create a new, empty project with the same arrangement of albums and folders. If the project you're duplicating has Smart Albums, the settings for those Smart Albums are duplicated as well. For more information, see An Overview of Smart Albums on page 255. To duplicate a project structure 1 In the Library inspector, select the project whose structure you want to copy. 2 Choose File > Duplicate Project Structure.

Double-click the item's name to rename it. The project and all of its subordinate items, such as albums, folders, and Smart Albums, are duplicated along with their names. However, the duplicated project contains no photos, audio clips, or video clips. 3 Double-click the name of each duplicated item in the new project to give it a new name. Chapter 2 Working with the Aperture Library 37 Merging Projects If you created multiple projects and then later decide that the content spread among the projects would be better suited to a single project, you can select the projects in the Library inspector and merge them into a single project. When you merge projects, the projects are consolidated into the topmost selected project in the Library inspector. To merge projects 1 In the Library inspector, select the projects you want to merge by Shift-clicking adjacent projects or Command-clicking nonadjacent projects. 2 Choose File > Merge Projects. A dialog appears, indicating which project the selected projects will be merged into. 3 Click Merge.

The content in the selected projects is merged into the topmost selected project in the Library inspector. Working with the Aperture Trash All items deleted in Aperture, including projects, albums, folders, versions, and originals, are placed in the Aperture Trash in the Library inspector. You can retrieve any item from the Trash until you empty it. To delete an original and all its versions from a project mm Select a photo, a video clip, or an audio clip, then choose File > Delete Original Image and All Versions. The original and all versions are moved to the Trash.

To delete only a version from an album mm Select a photo, a video clip, or an audio clip, then choose Photos > Remove From Album (or press Delete). The version is deleted. The original and its other versions are not deleted. To delete projects and folders When you delete an item from the Library inspector, the contents of the item are deleted with it. Note: If you delete a project, the originals contained in the project are also deleted.

1 Select a project or folder. 2 Do one of the following: ••• Choose File > Delete [item] (or press Command-Delete). Drag the item to the Aperture Trash. The selected item is moved to the Trash in the Library inspector. To move an item out of the Aperture Trash If you delete an item in the Library inspector by mistake, it's easy to fix. Do one of the following: mm Drag the item out of the Aperture Trash. mm Control-click the item in the Aperture Trash, then choose Put Back from the shortcut menu. The selected item is moved back to its original position in the Library inspector. Chapter 2 Working with the Aperture Library 38 To empty the Aperture Trash After you've reviewed the contents of the Aperture Trash and are confident that you no longer need the items within it, you can empty the Trash. When you empty the Aperture Trash, all of its contents are placed in the Finder Trash.

1 Do one of the following: ••• Choose Aperture > Empty Aperture Trash (or press Command-Shift-Delete). Control-click the Aperture Trash, then choose Empty Aperture Trash from the shortcut menu. A dialog appears, warning you that the items will be removed from the Aperture Trash permanently. 2 Click Delete. WARNING: This action cannot be undone, but you can retrieve the originals from the Finder Trash until you empty it. Working with Library Files An Overview of Library Files Aperture exports projects, albums, and folders as a library file. You can transfer the library file from one Aperture system to another and then merge the transferred library file into the library file on that system. All links between versions and their originals are maintained when library items are transferred. This is particularly useful if you use a portable computer when on location or away from your studio, and a desktop computer at your studio. Any work done in the field can be exported from your portable computer as a library file and then merged with the library file on the desktop computer at your studio.

You can work with as many libraries as necessary—including iPhoto libraries—and switch between them without having to quit and reopen Aperture. If your workflow calls for several unique libraries, you can switch between them on the fly. You can also check the contents of a library prior to importing it into the library that's currently open. When the library file becomes large and requires more disk space than is available in its current location, you can move it to a hard disk with greater storage capacity.



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To change the location of the library, you move the library file to a new location and then double-click it to open it in Aperture.

*Tip:* To maximize performance, place the library file on an internal hard disk. Important: Aperture can only open and view iPhoto libraries upgraded to iPhoto 9.3 or later. To upgrade your iPhoto library, open it in iPhoto 9.3 or later.

iPhoto upgrades the library automatically. All cards, books, calendars, and Smart Albums in your iPhoto library can be viewed but not edited in Aperture. To work with your iPhoto cards, books, calendars, and Smart Albums, close Aperture and open your iPhoto library in iPhoto. Creating New Libraries If the Aperture library becomes large, you can create additional, separate library files to hold more photos. You can create additional library files in different locations on your internal hard disk or on different hard disks. You can also rename library files as needed. Thus, you might have multiple library files with different names in the same location, with Aperture set to access the library file you want. Chapter 2 Working with the Aperture Library 39 To create a new, empty library file in a new location 1 Choose File > Switch to Library > Other/New. 2 In the dialog that appears, click Create New. 3 In the next dialog, enter a name for the library in the Save As field, choose a location, then click Create.

Aperture creates the new library in the location you chose. To open the new library, see Viewing Other Libraries on page 40. Viewing Other Libraries When you have multiple Aperture and iPhoto library files accessible to your Aperture system, you can switch between them and view their contents. You can also choose which library file to use when you open Aperture. Important: Aperture can only open and view iPhoto libraries upgraded to iPhoto 9.3 or later. To upgrade your iPhoto library, open it in iPhoto 9.3 or later. iPhoto upgrades the library automatically. All cards, books, calendars, and Smart Albums in your iPhoto library can be viewed but not edited in Aperture.

To work with your iPhoto cards, books, calendars, and Smart Albums, close Aperture and open your iPhoto library in iPhoto. To access a different Aperture or iPhoto library 1 Choose File > Switch to Library > [library filename]. 2 If the library you are looking for doesn't appear in the Switch to Library submenu, choose Other/New. 3 In the dialog that appears, select the library you want to open from the list, then click Choose. Note: You must close iPhoto before opening your iPhoto library in Aperture.

Aperture opens the library you selected. Chapter 2 Working with the Aperture Library 40 To choose which library to use while opening Aperture 1 Hold down the Option key while opening Aperture. A dialog appears, with options for selecting an existing library or creating a new one. 2 Do one of the following: •• To open an Aperture library file shown in the dialog: Select the library file, then click Choose. To open an Aperture library file not shown in the dialog: Click the Other Library button, locate the library file in the dialog that appears, then click Select.

To open a new, empty library: Click the Create New button, give the library a name in the Save As field, select a location for the library, then click Create. Aperture creates a new, empty library file and opens it. •• Merging Libraries If you work with several computers, or work on projects with other people, you may find it necessary to transfer projects and albums from one Aperture system to another. Transferring folders, projects, and albums is a simple export and import process. The items you export are consolidated into a library file. When you import the library into the second Aperture system, you can add files, delete files, modify metadata, and make adjustments. When you're ready to return the contents of the modified library to the original computer, Aperture merges the two libraries together. To transfer folders, projects, and albums from one computer to another 1 In the Library inspector, select the items you want to transfer, then choose File > Export > Items as New Library. Note: Items in the Export menu change depending on what is selected. If you have a single item, such as an album, selected in the Library inspector, choose File > Export > Album as New Library.

2 Enter a name and choose a location for the exported library. 3 Do any of the following: •• If your project contains referenced images and you want the original files to be available to the new Aperture system: Select the "Consolidate originals into exported library" checkbox to copy the original image files into the new library file. If you want to copy the previews into the new library so that you don't have to rebuild them on the new Aperture system: Select the "Include Previews in exported library" checkbox. If you want Aperture to alert you when it finishes building the new library: Select the "Show alert when finished" checkbox. •• Chapter 2 Working with the Aperture Library 41 4 Click Export Library. Aperture consolidates the selected items into a library, and the library file is exported to the location you chose. 5 Connect or network the two computers together, and copy the exported library file to the second computer. For more information, see the documentation that came with the computers. 6 Open Aperture on the second computer, then choose File > Switch to Library > [library filename]. You can now work with the exported library from the first computer on the second computer.

To merge the modified library from the second computer into the library of the first computer When you're ready to merge the modified library on the second computer into the library on the first computer, import it into the open library on the first computer. 1 Follow the steps in the previous task to transfer the modified library on the second computer to the first computer. 2 On the first computer, choose File > Import > Library/Project, locate the modified library file from the second computer, then click Import. A dialog appears, giving you the option to merge the imported library with the current library or add the contents of the imported library to the current library. 3 Click Merge.

A dialog appears, asking you to choose which library to use to resolve potential conflicts caused by the differences between the libraries. 4 To import the changes in the modified library, choose the library from the second computer. Aperture imports the modified library from the second computer, merging the changes made to the projects and albums on the second computer into the same projects and albums on the first computer. Any files that were deleted on the second computer, or for some other reason no longer exist in the library file of the second computer, are moved to the Aperture Trash in the library of the first computer.



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To add the contents of the library from the second computer without overwriting the contents of the library on the first computer If you don't want to overwrite the original projects and albums you exported from the first computer to the second computer with the projects and albums you modified on the second computer, you can add the modified projects and albums to the library on the first computer as unique items.

1 Transfer the modified library from the second computer to the first computer. 2 On the first computer, choose File > Import > Library/Project, locate the modified library file from the second computer, then click Import. A dialog appears, asking you to choose which library to use to resolve potential conflicts caused by the differences between the libraries. 3 Click Add. Aperture imports the contents of the modified library from the second computer into the library of the first computer. Instead of overwriting the files that changed, Aperture adds the changed files as additional items. If imported items have the same names as existing items in the Library inspector, the names of the imported items are appended with "(1)." Chapter 2 Working with the Aperture Library 42

Opening Your Library in iPhoto You can open your library in iPhoto from within Aperture. To open your library in iPhoto mm Choose File > Open Library in iPhoto. Aperture closes and iPhoto opens the library you were working with in Aperture.

Working in Projects View Switching to Projects View Projects view provides a convenient space for organizing and quickly viewing your projects. To switch to Projects view mm In the Library inspector, select Projects. Previewing the Photos in a Project in Projects View If you're looking for a specific group of photos, you can quickly skim the photos within a project. To quickly preview the photos in a project Do one of the following: mm Slowly drag the pointer horizontally across the project's thumbnail. mm Select the project's thumbnail, then use the Left Arrow and Right Arrow keys to navigate through the photos in the project. Creating and Deleting Projects in Projects View You can create new projects in Projects view, as well as delete them at any time. To create new projects 1 Do one of the following: •• Choose File > New > Project (or press Command-N). Control-click a project, then choose New > Project from the shortcut menu. 2 In the dialog that appears, enter a name for the project in the Project Name field. 3 Click OK.

Chapter 2 Working with the Aperture Library 43 The new, empty project opens in the Browser. To delete a project Do one of the following: mm Select a project's thumbnail, then choose File > Delete Project (or press Command-Delete). mm Control-click a project, then choose Delete Project from the shortcut menu. The selected project is moved to the Aperture Trash. For more information about the Aperture Trash, see Working with the Aperture Trash on page 38.

Importing Files into a Project in Projects View You can import files into a project selected in Projects view. To import files into a project Do one of the following: mm Select a project's thumbnail, then choose File > Import > Files (or press Command-I). mm Control-click a project, then choose Import > Files from the shortcut menu. The Import browser appears with the project selected in the Destination pop-up menu. For more information about importing files, see An Overview of Importing Photos on page 50.

Merging Projects and Libraries into Projects in Projects View You can merge projects from earlier versions of Aperture and whole Aperture libraries into a selected project. To merge a project or an Aperture library into a project 1 Control-click a project, then choose Import > Library/Project from the shortcut menu. 2 In the dialog that appears, select the project or library that you want to merge into the project selected in Projects view, then click Import. The project or library is merged into the project selected in Projects view. For more information about merging libraries, see Merging Libraries on page 41.

Setting the Key Photo for a Project You can set any photo within a project as the key photo, which represents the project in Projects view. To set a photo as the key photo to represent a project 1 Do one of the following: •• Slowly skim through the photos in the project by dragging the pointer over the project's thumbnail image to navigate to the photo you want to set as the key photo. Select the project's thumbnail, then use the Left Arrow and Right Arrow keys to navigate to the photo you want to set as the key photo. •• 2 When you have located the photo you're looking for, press the Space bar. The selected photo is set as the key photo to represent the project.

Chapter 2 Working with the Aperture Library 44 Emptying the Aperture Trash in Projects View After you've performed a lot of housecleaning tasks in Projects view—removing unnecessary or obsolete projects, for example—you can empty the Aperture Trash. To empty the Aperture Trash Do one of the following: mm Choose Aperture > Empty Aperture Trash (or press Command-Shift-Delete). mm Control-click a project, then choose Empty Trash from the shortcut menu. The Aperture Trash is emptied and its contents are moved to the Finder Trash. For more information about the Aperture Trash, see Working with the Aperture Trash on page 38.

Playing a Slideshow of a Project's Photos You can select a project and play a slideshow to review the photos within it. To play a slideshow of a project's photos 1 Do one of the following: •• Select a project's thumbnail, then choose File > Play Slideshow (or press Shift-S). Control-click a project, then choose Play Slideshow from the shortcut menu. 2 In the Play Slideshow dialog, choose a preset from the Slideshow Preset pop-up menu, then click Start. A slideshow of the photos in the selected project plays.

Press the Space bar to pause and play the slideshow, and the Escape key to stop the slideshow. For more information about slideshows, see An Overview of Slideshows on page 456.

Organizing Projects in Projects View You can organize your projects by the year the photos were created. If you organize your projects in folders in the Library inspector, you can group your projects by the folders they reside in. You can sort projects by name, in ascending and descending order, and in the order in which the projects appear from top to bottom in the Library inspector.

If you have a large number of projects in your library, you can search for a specific project, removing the others from view. Chapter 2 Working with the Aperture Library 45 If you have more than one project documenting the same subject and you want to consolidate the projects into a single project, you can merge the projects.



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